ARIES Digital Certificate Request Instructions

Overview

Before you can begin using ARIES, you must obtain a digital certificate from the California Department of Health Services – Office of AIDS. You have already completed the initial step of submitting your ARIES user Registration Form. There are two more steps involved in obtaining a certificate. In the first step, a certificate request is generated, and in the second, your certificate is installed and you can begin using ARIES.

Step 1 – Requesting your certificate

The first step is to process a certificate request on the computer you will be using to connect to ARIES. It is important that you are logged on as yourself with your personal username and password.

1. Go to the certificate request website sent to you in the initial email message sent to you from the Office of AIDS.
2. Depending on your computer settings, you may see the following warning at the top of your Internet Explorer browser window (see below). The warning states "*To help protect your security, Internet Explorer has restricted this file from showing active content that could access your computer. Click here for options …*" .
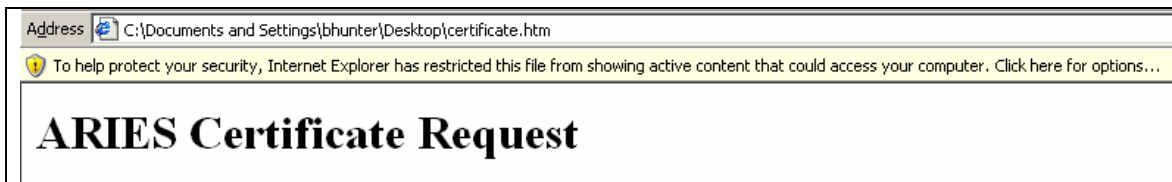
If this message is displayed in your browser, please right click on the message and select *Allow Blocked Content* from the drop down list.

3. Next, fill in each form field displayed on the page.
   - ARIES Username – Enter username provided in e-mail message
   - Certificate Type – Select certificate type provided in e-mail message
   - E-mail address – enter your work email address
   - Organization Name – enter your provider site name
   - City – enter your provider site city

4. After all fields have been completed, click *Submit >*. Please note that you will see one or more warning messages after you click submit, each one you must click *Yes* to continue. A common warning message is shown below.

Potential Scripting Violation – CLICK YES
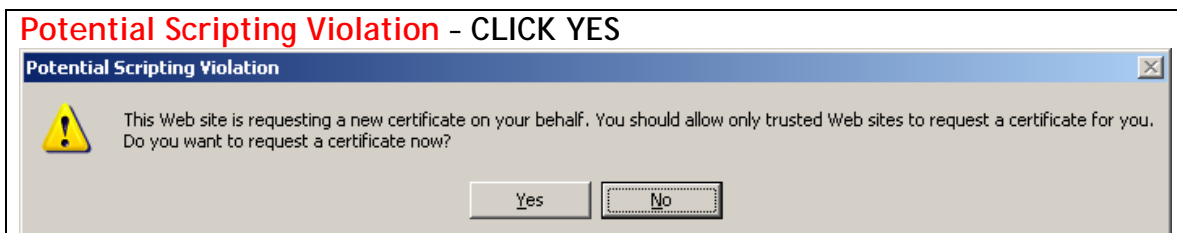
5. Next, copy your certificate request by clicking the copy button below in step 2 as shown below.

Step 1 Complete! Proceed to Step 2 below.

STEP 2 - Instructions
1. Click the copy button below, and return to your e-mail program.

> Copy

2. Open the e-mail message you received containing the certificate request instructions from OA.
3. Press the 'REPLY' button in the message, and then select edit > paste from the toolbar, or press ctrl-v on your keyboard.
4. Your certificate information has now been pasted into your e-mail message.
5. Click "Send" to send the email to OA.

6. Go back to the original e-mail message you received from the Office of AIDS that included your ARIES username, and press the *reply* button. Or, create a new e-mail message to ARIES@dhs.ca.gov.
7. Paste your certificate request into the mail message by pressing Ctrl-V on the keyboard, or select Edit > Paste from the menu bar if you are using Microsoft Outlook. Send the message by clicking the send button. The e-mail message should look similar to the text below.

-----BEGIN NEW CERTIFICATE REQUEST-----
MIIFwgYJKoZIhvcNAQcCoIIFszCCBa8CAQMxCzAJBgUrDgMCGgUAMIIEWQYIKwYBBQUHDA
KgggRLBIIERzCCBEMwQjBAAgECBggrBgEFBQcHCDExMC8CAQAwAwIBATAlMCMGCSsGA
QQBgjcUAgQWHhQAQwBsAGkAZQBuAHQAQQB1AHQAaDCCA/eggyPzAgEBMIID7DCCA1U
CAQAwgYUxHTAbBgNVBAMTFERhYnNoZXIxIEFSSUVTQ2xpZW50MSEwHwYJKoZIhvcNAQk
BFhJEYWJzaGVyQGRocy5jYS5nb3YxFzAVBgNVBAoTDk9mZmljZSBvZiBBSURTMRMwEQYD
VQQHEwpTYWNyYW1lbnRvMRMwEQYDVQQIEwpDYWxpZm9ybmlhMIGfMA0GCSqGSIb3DQ
EBAQUAA4GNADCBiQKBgQDU19pG5MBZ7gQWqrKw84F1Q+BCpbMZGM45hbky5+wkcECBV
DSsicAqe3M2cNO0JHR6Ch0gcfo1n+eq8ziHEh5bMpYMRrBs9NV7SaQvhymE8b43xuvj7d18x8cf
fT6R9B2NJz2CHSlbNpAfHOOgsD9yLLnGUmPjXABwS8HxDcrqmQIDAQABoIICJDAaBgorBgEE
AYI3DQIDMQwWCjUuMS4yNjAwLjIwQQYJKwYBBAGCNxUUMTQwMgIBAQwHRGFic2hlcgwW
REFCCU0hFUlxPZmZpY2Ugb2YgQUlEUwwMaWV4cGxvcmUuZXhlMIHABgkqhkiG9w0BCQ4xgbl
wga8wDgYDVR0PAQH/BAQDAgTwMEQGCSqGSIb3DQEJDwQ3MDUwDgYlKoZIhvcNAwlCAg
CAMA4GCCqGSIb3DQMEAgIAgDAHBgUrDgMCBzAKBggqhkiG9w0DBzAdBgNVHQ4EFgQUYy
84hQs48avjPzEky9HEOIzJG50wEwYDVR0IBAwwCgYIKwYBBQUHAwIwIwYJKwYBBAGCNxQC
BBYeFABDAGwAaQBlAG4AdABBAHUAdABoMIH/BgorBgEEAYI3DQICMYHwMIHtAgEBHlwAT
QBpAGMAcgBvAHMAbwBmAHQAIABFAG4AaABhAG4AYwBlAGQAIABDAHIAeQBwAHQAbwB
nAHIAYQBwAGgAaQBjACAAUAByAG8AdgBpAGQAZQByACAAdgAxAC4AMAOBiQCTSR8dKS
viOwRXJreaBSjJpgw7jnoQI1mvgJv5aE+B7F+M47mrA4bWgM5NorJyuRzmkb4g8FCer7hyi1PyF
YlDClz6oZvzFQROnEKiSGuE3nTv28Ver/l2weSa05PCRKpKfP3Ku5WjFh4NDyMjcobcdODHAW
2jyhmeb4T5jiiyFQAAAAAAAAAMA0GCSqGSIb3DQEBBQUAA4GBAIVVCum/U9GZ/uwsoZcYN
oge94V1thc5ileyMM+9zKdztDDuXqzRhj1zwsv6NTZhPtfIbGaF5rlfPOz5UJ1wuyVgJj3BrCPD4FJ
ANbpMX5q3KVL3GyKF3j8S8KRStEsI/B8NcshjpO5wbWkn4cMXu2qfxT9orQ/vndBkE+3eprX3MA
AwADGCAT4wggE6AgEDgBRjLziFCzjxq+M/MSTL0cQ4jMkbnTAJBgUrDgMCGgUAoIGBMBcGC
SqGSIb3DQEJAzEKBggrBgEFBQcMAjAjAjBgkqhkiG9w0BCQQxFgQUoOMtyx5HjPusIxgZSyFz+7
prSCUwQQYJKwYBBAGCNxUUMTQwMgIBAQwHRGFic2hlcgwWREFCCU0hFUlxPZmZpY2Ugb
2YgQUlEUwwMaWV4cGxvcmUuZXhlMA0GCSqGSIb3DQEBAQUABIGAWGAqjJK3ScVT31lxrh
A6PkCvZPYn2/LdqhKVKYquk4nRkQXgv1Utg5hM/lvjWV2PXQillVNC6XZKngwxg5AI2LfO280aSb
7XOEurlvMzgHq1AtuAI1bZjj4Ir50MTYjt0LMBdqJ/x9aXEK24AnfOU4ZG1tiw4gxYoixOYlUjJRo=---
--END NEW CERTIFICATE REQUEST-----

8. Step 1 is now complete. The Office of AIDS will send your certificate via e-mail within 24 hours.